NURIT 8320 W/292 TERMINAL EASY USER GUIDE

DATAWEST CANADIAN CRT 4_XX RETAIL

Cards are swiped with magnetic stripe **down** and to the **right**. They can be swiped either **top to bottom** or **bottom to top**.

CREDIT CARD PURCHASE		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Swipe card or manually enter credit card number. **ENTER**
2.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
3.	Amount	Enter the amount of the sale. **ENTER**
4.	Approve Amount	Press **ENTER** to approve the transaction amount or **MENU/ESC** to cancel.

DEBIT CARD PURCHASE		
STEP	TERMINAL PROMPT	ACTION
1.	Credit Prompt	Swipe debit card. Terminal will detect card type and proceed to debit prompt then amount section.
2.	Amount	Enter the amount of the sale. **ENTER**
3.	Cash Back	Enter cash back amount then **ENTER** or **ENTER** to bypass.
4.	Approve Amount	On the PIN Pad, press **OK** to approve the purchase amount or **CANC ANNUL** to decline.
5.	Approve Fee	On the PIN Pad, press **OK** to approve the fee amount or **CANC ANNUL** to decline.
6.	Select Account Type	On the PIN Pad, press **SAV EP** to withdraw from savings or **CHQ** to withdraw from checking.
7.	Enter PIN	On the PIN Pad, have the customer enter their PIN code. **OK**

CASH PURCHASE		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **ENTER PAYMT** until terminal displays CASH prompt.
2.	Cash Prompt / Amount	Enter the amount of the sale. **ENTER**
3.	Approve Amount	Press **ENTER** to accept the transaction amount. (Backed out taxes will appear if in parameters.)

CREDIT PRE-AUTHORIZATION		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **VERIFY** to display PRE-AUTH prompt.
2.	Pre-Authorization	Swipe card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
4.	Amount	Enter amount. **ENTER**
5.	Approve Amount	Press **ENTER** to approve the transaction amount.

CREDIT – COMPLETIONS (of PRE-AUTHORIZATIONS)		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **FORCED** and **REVIEW** until terminal displays UNCMPLTD PREAUTH prompt.
2.	Scroll Prompt	Press **1** to Scroll or **ESC** to Cancel.
3.	Expiration date (manual)	Use the [▲] and [▼] key to scroll to the required transaction to be completed & press **ENTER**
4.	Amount	Enter new revised total amount and press **ENTER**

CREDIT - FORCED		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **FORCED** until terminal displays forced prompt.
2.	Forced	Swipe card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
4.	Amount	Enter amount. **ENTER**
5.	Authorization Number	Enter the Auth No received via voice authorization or from the Verify receipt. **ENTER**
6.	Approve Amount	Press **ENTER** to approve the transaction amount.

RETURN – CREDIT CARD		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **RETURN** to display the RETURN prompt.
2.	Return	Swipe card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter card expiration date (MMYY). **ENTER**
4.	Amount	Enter amount. **ENTER**
5.	Approve Amount	Press **ENTER** to approve the transaction amount.
NOTE: Debit Card Returns are not permitted.		

CREDIT or DEBIT VOID		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press **VOID** until terminal displays required prompt: VOID/SALE, VOID/FRCD or VOID/RTRN
2.	Credit Void	If Debit Card go to Step 4 or swipe credit card or manually enter credit card number. **ENTER**
3.	Expiration date (manual)	Enter credit card expiration date (MMYY). **ENTER** And go to step 9
4.	Idle Prompt	Press **ENTER** to display the DEBIT prompt. Then press **VOID**
5.	Debit Void	Swipe Debit Card
6.	Trace number	Enter the trace number (with leading zero's) from the original transaction receipt. **ENTER**
7.	Approve Amount w/Fee	On the PIN Pad, press **OK** to approve the purchase amount or **CANC ANNUL** to decline.
8.	Enter PIN	On the PIN Pad, have the customer enter their PIN code. **OK**
9.	Approve Transaction	Press **ENTER** to approve the transaction to be voided or **MENU ESC** if not correct.
NOTE: Transactions that have batched cannot be voided, they must be returned.		

PRINT LAST RECEIPT / ANY RECEIPT		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **ALPHA** key.
2.	Receipt Menu	Press **1** to print the last receipt. Then go to step 5. or Press **2** to print any receipt.
3.	Choose EDC	If **2** Press the number that corresponds with the EDC type of original receipt.
4.	Transaction?	Enter the transaction number. **ENTER**
5.	If "Not Available"	The last receipt is not available to print. A cancelled or declined transaction can void this function.

CLOSE CURRENT BATCH		
STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press the **FUNC** key then press **6** to start batch process.
2.	Choose Host	Press **1** to batch all EDC types or choose the EDC type to be batched and press **ENTER**
3.	Uncompleted Pre-Auth Transactions	You may be prompted PRE-AUTH IN LIST. Press **ENTER** to continue to force the batch close or **MENU/ESC** to return to Idle Prompt then follow procedure to PRE-AUTH COMPLETION. If forcing Batch to close, you will be prompted CONTINUE BATCH? If yes then Mgr Password and **ENTER**
4.	Password	Depending upon the host and terminal setup, the terminal will start the batch process or offer a choice of EDC types to batch. Terminal is set to acquire GET WORKING KEY at this time.